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| **TASNIM IBNE JAMAN**    Sardar Para , Modern More, Rangpur Cadet College, Rangpur 5404  01934176486 , 01622116992  tasnimjaman545@gmail.com , tasnimzaman545@gmail.com |  |

**Career Objective:**

I am a highly motivated English Literature graduate from Begum Rokeya University, Rangpur, seeking a challenging position that will leverage my academic record and volunteer experience.

**Career Summary:**

An enthusiastic and results-oriented English graduate student with a passion for communication and a proven track record of success in volunteer leadership and marketing initiatives. Skilled in written and verbal communication, project management, and event coordination. Adept at utilizing digital tools for content creation (writing, photography, videography) and editing (photos, videos) to engage audiences.

**Special Qualification:**

Language: Bangla (Native), English, Hindi (Intermediate)  
Microsoft Office: Skilled in Word, PowerPoint, and Excel.  
Skills: Photography, Photo Editing, Videography, Video Editing.

**Employment History:**

**Total Year of Experience:** 0.5 yr

* **Freelance Marketer (0.5 yr)**   
  (1 Dec 2020 - 1 May 2021)   
    
  **Signature Mind Institute** | **Dhaka, Bangladesh**   
  Area of Expertise:   
  Affiliate Marketing (0.4 yr)   
    
  **Duties/Responsibilities:**   
  Provide genuine information, motivate people, and arrange seminars to join the Freelancing online courses and with the company.

**Academic Qualification:**

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| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result (CGPA)** | **Passing Year** | **Duration** |
| Bachelor of Arts (BA) | English | Begum Rokeya University, Rangpur | 3.17 out of 4 | 2022 | 4 |
| HSC | Science | Barthi Degree College | 3.75 out of 5 | 2017 | 2 |
| SSC | Science | Gournadi Govt. Pilot High School | 4.94 out of 5 | 2015 | 1 |

**Career and Application Information:**

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| --- | --- | --- |
| Looking For | : | Entry Level Job |
| Available For | : | Full Time |
| Preferred Job Category | : | NGO/Development, HR/Org. Development, Showroom Assistant/Salesman, Company Secretary/Regulatory Affairs, Data Entry/Computer Operator |
| Preferred District | : | Barishal, Dhaka, Rangpur |

**Skills:**

|  |  |
| --- | --- |
| **Fields of Skill** | **Description** |
| * MS Word/ Excel/ PowerPoint/ OneNote * Volunteer | I can easily work in any sector where MS Office is mandatory. I can also volunteer at events and arrange programs with the team. |

**Extra Curricular Activities:**

1. Volunteering “International Conference of Postcolonial History, Language and Literature – 2023”  
2. Arranged Stage Drama Occasion of English Department.  
3. Arranged Annual picnics. Cultural programs, Sports programs, etc, as a member of the managing committee.  
4. Worked as a Freelance Marketer (FM) at 'Signature Mind Institute, Dhaka' for 5 months.

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bangla | High | High | High |
| English | High | High | Medium |
| Hindi | Medium | Medium | High |

**Personal Details :**

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| --- | --- | --- |
| Father's Name | : | A.K.M Nuruzzaman |
| Mother's Name | : | Nurunnahar |
| Date of Birth | : | 26 Oct 1999 |
| Gender | : | Male |
| Height (Meter) | : | 1.86 |
| Weight (Kg) | : | 85 |
| Passport No | : | A13805733 |
| Passport Issue Date | : | 1/25/2024 |
| Marital Status | : | Unmarried |
| Nationality | : | Bangladeshi |
| Religion | : | Islam |
| Permanent Address | : | Village: Shaora, House Holding No: 4846, Gouranadi, Barishal 8230 |
| Current Location | : | Rangpur |
| Blood Group | : | A+ |

**Reference(s):**

**Reference 01:**

Name : MD. Masudul Islam Khan

Organization : The Ibn Sina Pharmaceutical Limited

Designation : Zonal Manager

Address : Patuakhali, Barishal.

Contact No : 01755547285, 01716042425

Email : [masudulislamkhan@gmail.com](mailto:masudulislamkhan@gmail.com)

**Reference 02:**

Name : Fatema Nur Tahmina

Organization : Gournadi Model Govt. Primary School

Designation : Assistant Teacher

Address : Gournadi, Barishal.

Contact No : 01773342675

Email : [fatematahmina100@gmail.com](mailto:fatematahmina100@gmail.com)